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Nova Scotia Student Information System

Nova Scotia Public Education System

'More' Section in TIENET

User Guide

TIENET

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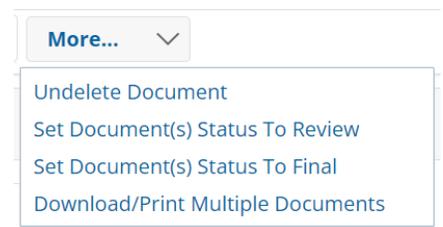
1 MORE – DOCUMENT FEATURE IN TIENET

The **More** section is available to certain users, and allows the user to use additional functions such as modifying the year a document is produced, deleting a document, undeleting a document, etc. For certain users, this feature is found in 3 places:

1. in a student’s **Documents** section,
2. in an opened TIENET document,
3. and in the **Profile** section.

1.1 USING MORE IN STUDENT DOCUMENTS

- Access to **More** and the available options is role dependent.
- Above the student’s list of documents click on **More ...**
- Staff have the option to undelete a document that has been deleted in error, set document(s) status to review or final, and download/print multiple documents that are available.



- To undelete a document, click **Undelete Document** from the menu, select the appropriate document, and then click the **Undelete** button.

	Document Type	Document Status	Deletion Date	Creation Date	Last Modification Date
<input type="radio"/>	Documented Adaptations	Draft	10/25/2023 Wed, 08:07 AM	10/25/2023 Wed, 08:06 AM	10/25/2023 Wed, 08:07 AM
<input type="radio"/>	Documented Adaptations	Draft	10/25/2023 Wed, 08:06 AM	10/25/2023 Wed, 08:05 AM	10/25/2023 Wed, 08:06 AM
<input type="radio"/>	Personal Care Plan	Draft	08/22/2023 Tue, 11:28 AM	08/22/2023 Tue, 11:28 AM	
<input type="radio"/>	Student Meeting Minutes	Draft	08/21/2023 Mon, 09:27 PM	08/21/2023 Mon, 09:25 PM	08/21/2023 Mon, 09:26 PM

- To set one or more documents to review status, click **Set Document(s) Status to Review** from the menu and select the appropriate document(s). The system will only let you select the documents that have the option for review status (and they will be highlighted in yellow). Click the **Set Status to Review** button.

Program Planning					
<input type="checkbox"/>	Referral for Services	Draft	12/04/2023 Mon, 10:28 AM	---	---
<input type="checkbox"/>	Referral for Services (Behaviour Intervention Teacher Support)	Final	11/30/2023 Thu, 11:20 AM	11/30/2023 Thu, 11:21 AM	11/30/2023 Thu, 11:21 AM
<input type="checkbox"/>	Individual Program Plan (IPP) (Grade 4)	Draft	10/25/2023 Wed, 08:08 AM	---	---

- To set one or more documents to final status, click **Set Document(s) Status to Final** from the menu and select the appropriate document(s). The system will only let you select the documents that are fully completed (and they will be highlighted in yellow). Click the **Set Status to Final** button.
- To download/print one or more documents, click **Download/Print Multiple Documents** from the menu and select the appropriate document(s). Click the Submit button to download the document(s) as a PDF file. Depending on your browser settings, the file may open in a new tab, or you may be prompted to save the file to your computer. **Always remember to delete the PDF once it is no longer needed.**

Submit Cancel

Documents for 2023/24		Status	Creation Date	Modification Date	Finalization Date
Program Planning					
<input type="checkbox"/>	Referral for Services (ABA Specialist)	Draft	12/04/2023 Mon, 10:28 AM	04/10/2024 Wed, 02:01 PM	---
<input type="checkbox"/>	Referral for Services (Behaviour Intervention Teacher Support)	Final	11/30/2023 Thu, 11:20 AM	11/30/2023 Thu, 11:21 AM	11/30/2023 Thu, 11:21 AM
<input type="checkbox"/>	Individual Program Plan (IPP) (Grade 4)	Draft	10/25/2023 Wed, 08:08 AM	---	---

1.2 USING MORE IN A TIENET DOCUMENT

- There are many options available in the **More** section when a specific TIENET document is opened, and the available options are document dependent.

For example ...	
More Options for Documented Adaptations	More Options for Student SCIs for Classroom Teachers

The **More** options will also vary depending on the document status.

For example ...	
Referral for Services DRAFT	Referral for Services FINAL

1.3 USING MORE IN THE PROFILE SECTION

- Using **More** in the Profile section allows **administrative** users to view the Audit Log which tracks events that have occurred in TIENET for that student for a specific date, number of days and number of entries. Administrators can filter the audit log to display from one day up to 500 days.

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